

CITY OF BRYAN
JOB DESCRIPTION – 6503

Working title: BUYER

Career Ladder: BUSINESS OPERATIONS

Level: 150

Department: PURCHASING

SUMMARY AND PRIMARY FUNCTION

Procures materials, supplies and equipment; issues bid invitations and recommends the acceptance or rejection of bids according to City purchasing ordinances and policies.

PRIMARY DUTIES

Coordinates and prepares highly accurate bid specifications for goods and services.
Solicits bids for goods and services, conducts pre-bid conferences and bid openings.
Tabulates and analyzes bids; recommends award of contract according to best value.
Prepares contracts and process requisitions and purchase orders.
Performs related duties as required.

EDUCATION AND EXPERIENCE

High School diploma or equivalent plus additional training or education in business administration or related field equivalent to an Associate's degree.

Minimum 6 years directly related experience performing responsibilities in area of specialization.

Preferred:

Bachelor's degree in business administration or related field and/or equivalent combination of education and governmental purchasing experience as a Buyer, or CPPO or CPM certification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic purchasing practices.
Ability to research product information and vendor sources.
Advanced skills using standard office equipment and machinery.
Advanced proficiency in personal computer operations and in the use of word processing, spreadsheet, and/or graphic applications.
Ability to communicate effectively with all levels of employees, including vendors, clients, contractors, city government officials, and the general public.
Ability to organize and maintain paperwork.
Ability to exercise good judgment, tact and diplomacy in all public dealings.
Good oral and written communication skills.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Telephone, calculator, computer, fax machine, and copier.
Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.